

**REQUEST FOR COUNCIL ACTION  
CATEGORY AND REQUIRED SIGNATURE AUTHORIZATION**

<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>REQUIRED AUTHORIZATION</b>
<b>1</b>	<b>New or revised appropriations, all expenditure budget transfers; establishment of new funds or accounts; proposed changes in fee or permit schedules or establishment of new fees or permits; acceptance of unanticipated revenues; all actions for which the source of funding is General Government in the General Fund.</b>	<b>F&amp;A Budget</b>
<b>2</b>	<b>Acceptance or modification of federal or state grant amounts and contract terms; requests for unbudgeted capital outlay purchases.</b>	<b>F&amp;A Director F&amp;A Budget</b>
<b>3</b>	<b>Changes in personnel rosters and ordinances, master paygrade ordinance and employee compensation.</b>	<b>Personnel Director</b>
<b>4</b>	<b>Approval or amendment of purchase orders, emergency purchase orders, supply and service contracts. Agreements to acquire goods and services and other related transactions in excess of \$5,0000. Professional service contracts under \$25,000.</b>	<b>City Purchasing Agent</b>
<b>5</b>	<b>Information, communication and energy related systems including hardware, software and services.</b>	<b>F&amp;A Director City Purchasing Agent</b>
<b>6</b>	<b>Legal Actions (Damages, settlements, etc...)</b>	<b>City Attorney F&amp;A Budget</b>
<b>7</b>	<b>Construction and construction related contracts.</b>	<b>PW&amp;E Director</b>
<b>8</b>	<b>Office, warehouse space, construction and leasing.</b>	<b>F&amp;A Director</b>
<b>9</b>	<b>Consultant contracts, professional service contracts over \$25,000 not covered above.</b>	<b>Department Director</b>